

# EMPLOYMENT OPPORTUNITY



TSARTLIP FIRST NATION

<b>Position Title</b>	<b>PROJECT COORDINATOR <i>CAPACITY BUILDING OPPORTUNITY</i></b>
<b>Reports to</b>	Administrator
<b>Classification</b>	Permanent, Full-time
<b>Location</b>	1 Boat Ramp Road, Brentwood Bay, BC
<b>Salary range</b>	\$45,000-\$70,000
<b>Application Package</b>	Resume and Cover Letter including salary expectations
<b>Process</b>	Email application package to Anuradha Walisundera, at <a href="mailto:hr@tsartlip.com">hr@tsartlip.com</a>
<b>Deadline</b>	The posting is open until the position is filled

## Job Summary

The Administration Department is responsible for the overall management of the operating, capital and financial affairs of the Tsartlip First Nation (TFN), and for the direct management of the day-to-day operating, delivery and administration of the Nation's policies and programs.

The **Project Coordinator** provides assistance in the administration and coordination of communications relating to TFN projects, resource development teams as well as existing and future project partners. The Project Coordinator possesses a high degree of organization, multi-tasking and priority setting skills to meet the demands of a fast-paced environment.

**The Project Coordinator position is a capacity building opportunity and is only open to Tsartlip First Nation members and their families.**

## Duties and Responsibilities

- Organizes and supports project engagements (meetings, interviews, sessions and workshops) including securing dates with partners such as BC Ferries, setting up meetings, developing and providing meeting materials and agendas and being a tech host.
- Coordinates assessment activities including document organization and interview logistics for partners and the management of action items arising from meetings.
- Tracks and coordinates project timelines, ensure key dates are booked and critical milestones are communicated to all partners; updating dates, linking documents and tracking communication as required;
- Supports the tracking of project deliverables, budgets, invoices, and other administrative tasks;
- Supports the development of proposals, project charters, communications materials, reports and agreements;
- Assists committees, task forces, negotiation teams, governments, and/or similar entities in vision setting, identifying objectives, determining priorities, and engaging community
- Interacts with TFN employees, members, committees and working groups, other First Nation communities, the public, government agencies, other partners and special interest groups;
- Develops and manages TFN's project budgets for various activities such as those under the BC Ferries Relationship Protocol;
- Participates in negotiations with partners as a part of TFN's internal negotiation team;
- Engages with legal counsel and administration as required;
- Conducts research into various project and funding opportunities
- Prepares and presents regular progress / update reports or spreadsheets to the Administrator, Chief and Council and membership, as required; prepares and submits regular activity and narrative reports and statistics to appropriate project partners and the community;
- Coordinates, facilitates and encourages participation in community engagement sessions;
- Provides support and effectively exchange information with internal and external contacts such as First Nations, regional and national aboriginal organizations, relevant government agencies, external organizations and businesses to promote partnerships to strategically advance the organizations initiatives.;
- Drafts routine correspondence, briefing notes, memorandums, reports and proposals as requested;
- Coordinates and monitors timely and comprehensive responses to requests;
- Identifies, manages and responds to internal and external issues/inquiries on behalf of the Administrator;
- Maintains and secures all project related electronic and paper files;
- Builds and maintains partnerships with potential and existing stakeholders and employees to provide support for new programs and initiatives;

## Qualifications

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma);
- Degree or diploma relevant to project and administrative coordination an asset;
- Experience as an administrative or project coordinator an asset; or
- An equivalent combination of education and experience;
- Experience in strategic planning, community engagement, negotiation planning, and/or priority setting workshops or sessions an asset;
- Experience preparing and managing budgets an asset;
- Experience coordinating events and meetings and preparing agendas;
- Experience creating reports, spreadsheets, memos, letters and other documentation;
- Valid Class 5 driver's licence and reliable vehicle plus a clean driver's abstract and appropriate insurance;
- Clean criminal record check required.

**Thank you for your interest in this position, only those short listed will be contacted.**